

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held November 18, 2009, 3:00 p.m.

The sixth scheduled meeting for 2009 was held in the Conference Room of the Ameris Bank, 2348 Boundary Street, Beaufort SC.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair, Ms. Susan Carter Barnwell, Mr. John Cartwright, Ms. Eileen Fitzgerald, Mr. Dan Huff, Ms. Norma Stewart, and Ms. Jean Wolff.

Library Staff:

Mr. Morris Campbell-Director, Community Services; Mr. Wlodek Zaryczny-Library Director; Ms. Jan O'Rourke-Assistant Library Director; Ms. Mary Jo Berkes-Hilton Head Branch Manager; Ms. Marlene Coleman-Beaufort Branch Manger; Ms. Ginny Marshall-St. Helena Branch Manger; Ms. Ann Rosen-Bluffton Branch Manager; Ms. Gina Molter-Lobeco Branch Manager; Mr. Dennis Adams-Information Services Coordinator; and Ms. Miriam Mitchell-Administrative Assistant.

Call to Order: The Beaufort County Library Board of Trustees' meeting of Wednesday, November 18, 2009 was called to order at 3:05 p.m. with a quorum present.

Ms. Dunn welcomed Ms. Lynne Miller, President of the Hilton Head Island Friends of the Library, and introduced Mr. David Goble, Director of the South Carolina State Library.

Mr. Goble traveled from Columbia SC to meet with the Library Board of Trustees, to describe the state of the State Library. He began by stating that the mission of the State Library is "to optimize South Carolina's investment in library and information services." Because of persistent budget and staff cuts, Mr. Goble's philosophy is to focus on what can be changed and adapted to new technology. SC Library Network Delivery System (SC LENDS), or Evergreen (the ILS host), will serve a lead role and save the state thousands of dollars. This program enables citizens to get materials from any library in the consortium; it has already cut the cost of library systems and increased the utility of library collections. The State Library has dealt with budget cuts by not replacing employees as they leave, although the services were maintained through reorganization. The State Library has also formed a partnership with the USC Library School to provide library management skills experience for students. Mr. Goble has noticed that the library community consists of factions such as school, academic, research and public librarians, which tend to work in isolation thereby hurting efforts to ask our legislators in the State House for funding. Mr. Goble asked the Board members to work harder on advocacy to support the State Library so that when issues come up, library staff and friends are prepared to send communications, i.e., phone calls, e-mails, letters, to express concern. Mr. Goble recommended CapWhiz, which is a tool that provides contact information for legislators. Another supportive group is FOSCL, and the web site is www.foscl.org. As an example of the economy of working together, Mr. Goble cited two data bases, Ferguson's Career Guidance and Learning Express, which focus on economic workforce development. To show how the investment was optimized, 15 South Carolina libraries that had Learning Express received refunds.

Mr. Zaryczny stated that the Beaufort County Library's advocacy program is headed up by Ms. Sandra Saad, Director of Development and Marketing, who works with the Friends of the Library

groups on legislative issues. Ms. Fitzgerald stated that in order to facilitate advocacy participation, it would be helpful for the State Library to identify issues and also provide facts, scripts and model letters which users would personalize. Mr. Zaryczny testified that although the State Library is undergoing difficult times, it has been continuously supportive by being cooperative, providing assistance and mentoring.

ACTION ITEM: For staff, friends, and Trustees, identify legislative issues, provide facts, scripts and model letters for users to personalize and communicate with legislators.

Public Comment: None.

Minutes of September 9, 2009:

MOTION: Ms. Fitzgerald made the motion to accept the minutes as written. Ms. Barnwell seconded and there being no further discussion, all Trustees voted to adopt the motion.

Correspondence and Communications: Ms. Dunn reported that she received a phone call and e-mail from Mr. Finian Taylor who requested the Board to revisit the "Meeting Room Policy." Ms. Dunn replied to Mr. Taylor that she would present his following issues to the Board: 1) Concerning protecting meeting rooms, is this policy the only option with dealing with the problem? 2) Should onerous protection shift from staff to patrons alone? 3) Does this policy discriminate against low-income patrons, i.e., can they produce a \$50 deposit? 4) Why is the Library the only institution that demands a deposit for the use of meeting rooms? In response to Mr. Finian Taylor's e-mail, Ms. O'Rourke explained that the use of the meeting rooms is free and open to the public. Oversight of our facilities dictates that we hold a deposit to pay for any facility cleanup needed.

ACTION ITEM: Ms. Wolff, Corresponding Secretary of the Board of Trustees, will respond to Mr. Taylor.

Librarian's Report: Attached to these minutes. Mr. Zaryczny reported that although SC LENDS continues to have issues, it is working. The participating library directors of the consortium will present issues to the Equinox CEO. On the other hand, our patrons are pleased, our collection has tripled in size, and the collection will grow again when the third tier of libraries comes onto the system. It is also saving us money.

ACTION ITEM: Regarding the Beaufort District Collection, Ms. Stewart suggested that Mayor Billy Keyserling be invited to the Library to see the lack of space and in particular, the lack of a meeting room. Mr. Zaryczny said that he would consult with Ms. Grace Cordial, who is the Coordinator of the Beaufort District Collection.

Financial Report: Attached to these minutes. Ms. Stewart asked if the Board hurt Library patrons by increasing fines for overdue books. Ms. Coleman responded that she has not received complaints about the increased fines and there has been an increase in books checked out.

Committee Reports:

Advocacy: No report.

Corresponding Secretary: Ms. Wolff reported that the Public Foundation of Beaufort County received a check in the amount of \$20,000 from the Friends of the Beaufort Branch Library to help fund shelving for the Beaufort District Collection and she will send a thank-you letter.

Facilities: Discussed in Librarian's Report.

Finance: Discussed in the Financial Report.

Foundation: Ms. Mitchell reported that approximately 1,300 of the 2009 Annual Appeal letters have gone out, except for approximately 200 that Ms. Dunn will personalize and signed.

Friends of the Library (FOL):

Ms. Wolff attended the September meeting of the **Beaufort Branch Friends** and reported that Ms. O'Rourke described the success of the fund raiser for shelving for the Beaufort District Collection. Ms. O'Rourke will also plan to visit Hilton Head Branch and Bluffton Branch to answer questions and seek support for grants to purchase shelving. Ms. Coleman reported on the successful book sale and great participation in summer reading. Ms. Coleman also asked the Beaufort Branch Friends to support the "Born to Read" program because Beaufort County would not participate. The Library is considering a rental system for books that are in demand. "Book Sandwiched In" is on track.

Ms. Stewart stated that she did not attend the **Bluffton Branch Friends** meeting.

Ms. Miller reported that Ms. Grace Cordial plans to speak to the Board of the **Hilton Head Friends** about the Beaufort District Collection. Approximately 120 children attended "Super Saturday." The "Book Break" and the film series are starting. These programs are being promoted on the website.

Library Services: Mr. Adams contributes bilingual material every month to la isla and he circulated copies of the magazine to the Board members. Mr. Adams discussed Job Seekers, Discus and ReferenceUSA, which are data bases offered by the Library. Because the economy is down, these data bases are especially appreciated by our patrons. These are part of resource sharing task force for a virtual incubator and micro enterprise. Mr. Adams thanked the Friends for purchasing the data bases for the public's use. Mr. Adams also stated how helpful the new Assistant Research Librarian, Joe Selleck, has been in collecting data and making contacts.

Membership: Ms. Mitchell asked all Board members to return their Trustee package for County Council which includes completing either the Re-appointment or Resignation form. In addition, the conflict-of-interest statement is required yearly by Mr. Kubic.

School Liaison: No report.

Web Site: Mr. Adams stated that we are using BYKI, a language learning software program, which comes from Recorded Books; and it is better and cheaper than the Rosetta Stone. Mr. Zaryczny stated that because Ms. Halle Eisenman has taken over the web site development, Mr. Adams has been freed up to pursue his primary role of information services coordinator and work more closely with the community. Mr. Zaryczny explained that community partnerships are becoming increasingly more important and are part of our strategic plan.

Old Business: Ms. O'Rourke explained the circulation figures for FY 2009 and FY 2008. She commented that the workforce development and reference transactions have increased by 41% and this may be directly related to job seekers and resume writers. Circulation is up 32% although programming has been affected by loss of staff and budget cuts. In summary, Ms. O'Rourke

stated that we are doing a lot more, with a lot less, more efficiently, because we have a committed staff.

New Business:

MOTION: Ms. Fitzgerald made the motion to accept the "2010 Library Closings." Ms. Barnwell seconded and there being no further discussion, all Trustees voted to adopt the motion.

MOTION: Mr. Cartwright made the motion to accept the "2010 Meeting Dates." Ms. Stewart seconded and there being no further discussion, all Trustees voted to adopt the motion.

ACTION ITEM: Ms. Wolff suggested that "2010 Meeting Dates" be sent to all the Presidents of the Friends of the Library and the Trustees agreed.

ACTION ITEM: Ms. O'Rourke noted that the wrong document had been provided to the Trustees and she will provide a corrected copy of the Revised Meeting Room Policy.

MOTION: Ms. Fitzgerald made the motion to accept the "Meeting Room Policy" with recommended corrections. Ms. Stewart seconded and there being no further discussion, all Trustees voted to adopt the motion.

ACTION ITEM: Mr. Zaryczny stated that the "Meeting Room Policy" will be posted on the Intranet and also the Library website for the Trustees to view.

Ms. O'Rourke explained that the proposed "Partnership Policy" is becoming increasingly important because we are beginning to have impressive partnerships. For example, the Hilton Head Friends of the Library initiated a partnership with the World Affairs Council. After discussion regarding charges associated with partnerships, Ms. O'Rourke stated that she will monitor partners. Ms. Coleman suggested that on the last line, the word "inappropriate" be changed to "inconsistent."

MOTION: Mr. Huff made the motion to accept the "Partnership Policy" with the one-word change. Ms. Wolff seconded and there being no further discussion, all Trustees voted to adopt the motion.

ACTION ITEM: Mrs. O'Rourke will provide a corrected copy of the "Partnership Policy" to Board members.

MOTION: There being no further business to come before the Board of Trustees, Ms. Fitzgerald made the motion to adjourn the meeting. Ms. Stewart seconded and there being no further discussion, all Trustees voted to adjourn the meeting.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,


Wlodek Zaryczny
Director of Library